

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY
DUTY STATEMENT**

PARF #46-9-093

CLASSIFICATION TITLE Administrative Assistant II	OFFICE/BRANCH Financial	LOCATION Sacramento
WORKING TITLE	POSITION NUMBER 311-001-5358-003	EFFECTIVE 03/01/19

GENERAL STATEMENT:

Under the general direction of the California High-Speed Rail Authority's (Authority) Chief Financial Officer (CFO), the Administrative Assistant II (AA II) performs a variety of complex, confidential and sensitive administrative tasks requiring a high degree of independent action, initiative, discretion and tact to ensure the efficient and effective functioning of the Financial Office of the Authority.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)

- | | |
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| 45% (E) | <ul style="list-style-type: none">• Provides assistance to the CFO to ensure the efficient operation of the Financial Office by utilizing Authority policies consistent with the Authority's mission and goals. Assists and advises the CFO on matters relating to administrative functions. Relieves the CFO of administrative detail and consults with appropriate staff to interpret matters of policy. Studies and reviews the financial activities of the programs to determine conformance with administrative policy and develops criteria for evaluating the effectiveness of departmental programs. Assists with administrative problems, procedures and confidential matters. Conducts special studies and investigations regarding travel and time reporting and prepares administrative reports. Assists with the installation of procedures for new programs as the need arises. Studies proposed legislation and provides advice regarding its possible effect on the Financial Office. Confers with other staff members regarding the legislation and reports needed for the CFO. Assists with preparation of fiscal board reports for publication. Performs research and prepares reports of research results on special issues of a sensitive or confidential nature at the direction of the CFO, using a high degree of independence and initiative. |
| 25% (E) | <ul style="list-style-type: none">• Manages specific tasks or deliverables within a contract to support the contract manager. Assists the Assistant Chief Financial Officer, as a Deputy Contract Manager, in managing assigned contract(s) in adherence with all contracting policies, procedures and processes. Provide day-to-day administration and management of all assigned contracts. Monitor and maintain control of the contractor's progress and performance to ensure compliance with all contract provisions including, but not limited to, quality, schedule, scope, budget and appropriate compensation. Complete Authority directed Contract Manager trainings. |

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information, please call the EEO Officer at (916) 324-1541, email at eeo@hsr.ca.gov, or write to: California High-Speed Rail Authority, at 770 L Street, Ste. 620, Sacramento, CA, 95814.

- 10% (E)
 - Is involved in the preparation, timely collection, organization, and distribution of critical and sensitive Authority materials, including, but not limited to, agendas for monthly meetings. Maintains official log of Authority meetings and makes official Authority documents and logs available to various parties as directed. Maintains the calendar of the CFO and screens their calls and visitors. Attends meetings with public and private entities and maintain records of such meetings. Transcribes meeting notes and disseminates notes to interested parties. Provides the CFO with documents and materials for meetings. Prepares, distributes and maintains files of executive correspondence, administrative reports and assignments. Provides executive staff with information and recommended courses of action from meetings.
- 15% (E)
 - Establishes and maintains the office style manual. Proofs all correspondence leaving the office to ensure conformance with established style. Anticipates the need for policy updates and ensures that updates are prepared, approved and distributed to staff.
- 5% (E)
 - Provides assistance to the Authority's executive team, the Authority Board and the receptionist during brief periods of absence.

KNOWLEDGE AND ABILITIES:

Knowledge of: Principles, problems, and methods of public and business administration, including organization and personnel and fiscal management; office management principles, methods, and procedures; administrative survey techniques and skill in their application; statistical and research methods.

Ability to: Think clearly and quickly and analyze and solve problems of organization and management; work independently in identifying the need for and developing proposed changes to operating practices, programs, and policies; supervise the staff of an administrative office; establish and maintain cooperative working relationships; speak and write effectively.

DESIRABLE QUALIFICATIONS:

- Excellent interpersonal skills.
- Ability to carry out assignments without detailed instructions and with inflexible deadlines.
- Demonstrated capacity for assuming increasing responsibility.
- Ability to be tactful and use good judgment.

SUPERVISION EXERCISED OVER OTHERS:

This position does not supervise; however, positions may have responsibility for functional guidance in training and assisting less experienced employees. At times, may perform a lead-work role to clerical staff.

PUBLIC AND INTERNAL CONTACTS:

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Develop and maintain cooperative and professional working relationships with Authority members and staff. A high degree of tact is expected with external contacts. Contacts may include federal, state, and local government entities, requests from public and the coordination of media inquiries.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Errors in judgment or failure to carry out the responsibilities of this position could result in placing the Authority in violation of constitutional and statutory constraints in the use of resources and exceeding of established expenditure ceilings. Attention to detail, good judgment and adequate analysis must be exercised to prevent incorrect data from being reported.

PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES:

Employee must be able to focus for long periods of time, multi-task, adapt to changes in priorities and complete tasks or projects with short notice. Incumbent will be required to use a computer, mouse and video display terminal and will be required to sit for long periods of time at a computer screen. Employee must develop and maintain cooperative working relationships and display respect for others in all contact opportunities.

WORK ENVIRONMENT:

Employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employees may be required travel outside of their workstation to perform general tasks.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator).

Name of Employee: _____

Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor: _____

Signature:	Date:
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